

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Immediate Past President
Number:	SOP-107
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 4: Duties of Officers
Reference:	SSCA SOP-402: Kenneth Law Scholarship Award Committee; SOP-302: Host Committee
Effective Date:	July 2016
Revises Previous Date:	July 18, 2007

The immediate Past President will:

1. Serve as a voting member of the Executive Board and will chair the SSCA Scholarship Award Committee.
2. Assure that a smooth transition of leadership occurs with the incoming President by providing any documentation and information on all uncompleted action items from their term as President of the Association.
3. Assure that conference close-out information (photographs, program information, award winners, etc.) is provided to the Executive Secretary to include in the Fall issue of the Southern Concourse.
 - a. Ensure that all of their conference financial matters and records are closed on a timely basis as required by SSCA SOPs.
 - b. Provide a preliminary report of conference attendees, finances, and program evaluations to the Officers at their Fall Meeting.
 - c. Provide a final closeout report to the Executive Board at the Mid-Winter Training Conference.
4. Provide whatever support is necessary throughout the year to the President in support of the Association's business.